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23 January 1958

MEMORANDUM FOR: Acting Director of Training

FROM : Acting Chief, Plans and Policy Staff

SUBJECT : Weekly Activities Report

**A. COMPLETED PROJECTS**

**1. Inspection**

AC/PPS accompanied other members of [redacted] to determine OTR's interest in this site as a potential training area. Details of this trip are contained in a memorandum for the DTR.

**2. FY 1959 Operational Program**

Reviewed instructions for preparation of DD/P Operational Program (basic enabling document) for FY 59.

**3. Public Information Material**

Prepared outline material on JOT and language programs for submission to Col. Grogan, Assistant to the Director. This and other material may be used in national magazines.

**4. Support Bulletin**

ADTR approved three articles prepared for publication in the January-February issue of the Support Bulletin. The subjects included the Language Development Program and attendance at courses in Training. Specifically, the titles were: As A Year Ends; OTR's Annual Meeting; and, Training Enrollment Increases.

**5. Practical Exercise**

A practical exercise for the Reserve Training Program was prepared for publication on the basis of draft material received from [redacted] who is responsible for the development of the exercise.

25 YEAR RE-REVIEW

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**SUBJECT: Weekly Activities Report #3**

**6. DD/P Preliminary Estimates**

A comparative analysis was made of the FY 1959 preliminary estimates and the FY 1960 estimates in order to ascertain any new training implications. Very few significant changes are reflected in the preliminary estimates for FY 1960. These estimates are general in nature and provide some indication of the character and level of operations planned for ensuing years. Detailed information is contained in the RMD's and Country Plans.

**B. PROJECTS IN PROCESS**

**1. Language Development Program**

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Agency Notice [ ] announcing proficiency tests for language development awards, has been published and distributed to all employees.

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A headquarters [ ] which will keep the first three notices on the Language Development Program in effect until 30 September 1958 were prepared and forwarded through ADTR to the DD/S for publication and general distribution.

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**2. Survey of Non-OTR Component Conducted Training**

A final report and recommendations were submitted on training conducted by the Medical Staff. Selected sessions of the six weeks full-time Logistics Support Course, O/L, are being audited. At the invitation of the Deputy Cable Secretary, follow-up visits were made to observe proceedings in the formal phase of the Cable Analyst Training Program. Survey of PDD foreign language training activities was initiated by attending class meetings of two sections of the Russian Conversation Course. A meeting was held with C/LAS to discuss various features of the Agency foreign language training program for background and guidance in reviewing non-OTR foreign language courses.

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**SUBJECT: Weekly Activities Report #3**

**3. Training Support for Air University**

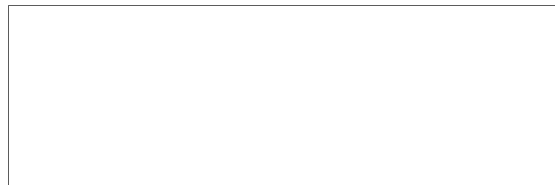
Coordination has been initiated with the Operations School and the Air Maritime Division, DD/P, to determine the extent to which CIA should support the Air University in providing information regarding air support to unconventional warfare operations. This action was undertaken in response to a request from Maj. [ ] formally a member of the Air Training Staff, Operations School, and now a student at the C&GS Air University, Maxwell Field, Alabama.

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**4. Training Appendix to the PP Annex for the CS General Plan, FY 60**

A training appendix will be prepared for the PP Annex to the CS General Plan for FY 1960. This appendix will, in effect, outline the scope of formal training for senior DD/P operational personnel who are to have some PP responsibilities.

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